CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Veterans First



Classification: KEY DATA OPERATOR (\$2012 - \$2780)

12 month Limited Term, Full time

Location: Department of Veterans Affairs

Headquarters Accounting Division

1227 O Street Sacramento, CA

Who Should

Apply: Current State employees within this classification or those who are eligible

on a certification list, transfers, or reinstatement. SROA PROVISIONS

APPLY.

Duties and

Responsibilities: Under the general direction of the Accounting Administrator I, the Key Data

Operator typical duties include:

Process daily mortgage payment received.

• Operate the Remittance Processing Systems (RPS).

• Process loan payoffs and other payment related services.

• Print all trial balance reports for completed batches. Match batch totals to the trial balance report total. Review and log completed batches, batch reports, and calculation tape totals for accuracy.

• Review loan account statements and payment instruments received for completeness and accuracy. Match payment account number and account name on the payment to the system information.

• Receive incoming phone calls from other units and customers. Assist customers and personnel from other units at the public reception counter. Date stamp all incoming documents and distribute them to appropriate office, unit or to specific staff as directed.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1966

Department of Veterans Affairs Human Resources Unit 1227 "O" Street, Room 402 Sacramento, CA 95814

Attn: <u>Jacquie Ruiz</u>, <u>Ref M80# 031-06/07</u>

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: <u>SEPTEMBER 14, 2006</u>

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. RELEASED: 8.30.06 PSNO: 831-481-1419-001